

Special Events
Resource Guide
for Planning
a Special Event



BROKEN ARROW

Where opportunity lives

Thank you for your interest in holding a special event in the City of Broken Arrow. This packet contains the information needed to apply for a special event permit, as well as any other required permits related to your event.

This packet is designed to help you determine permits that are required for your special event. Some of the information will not apply to your special event. However, event organizers are required to fill out the Special Event Permit Application form and submit it with the required documentation. Special events are required to have final approval by the City of Broken Arrow.

For more information on planning your event, please contact:

Vaunda K. Olivera
Special Events/Events Coordinator
Parks and Recreation Department
City of Broken Arrow
PO BOX 610
Broken Arrow, OK 74013
Phone 918.451.4211

Email volivera@brokenarrowok.gov

Applications may be emailed to: specialevents@brokenarrowok.gov

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GUIDELINES FOR HOSTING A SPECIAL EVENT

The following are guidelines to assist in planning an event in the City of Broken Arrow, effective January 1st, 2015.

The City of Broken Arrow reserves the right to modify these conditions at any time without notice.

Definition of a Special Event

Any event which is deemed to significantly impact the city, adjacent property owners or city services is considered a special event and can be further defined as

An activity which is open to the general public or by invitation only, with or without an admission charge. Special events include:

- Any organized formation, parade, procession or assembly of persons, which may or may not include animals, vehicles, or any combination thereof which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls; or,
- Any organized assemblage of persons at any park or facility, owned or controlled by the City or other governmental agency which is to gather for a common purpose under the direction and control of a person; or,
- Any other organized activity conducted by a sponsoring organization or person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, City property or facilities and the provision of city services in response thereto.

Examples of special events include, but are not limited to concerts, parades, special interest shows or expos, markets, fairs, festivals, block parties, community events or mass participation sports (such as marathons, running events, bicycles races or tours etc.)

General Information

- Event organizers are required to register all public special events (outdoor festivals, walks/runs, parades, carnivals, etc.) with the City of Broken Arrow.
- Organizers must submit the Special Event Registration form a **minimum of 60 days prior** to the event. Those events that are new, should submit their application no later than **90 days prior** to your event date.
- Once received, your event information will be reviewed by the Events Coordinator and the Special Events Committee (SEC), and other departments as necessary.

- Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events.
- Once your event has been approved, a Certificate of General Liability Insurance naming the City of Broken Arrow as an additional insured in the general aggregate amount of \$1,000,000 is required for events held on public property, as deemed necessary by the City of Broken Arrow. Upon approval of your event registration, an original copy of the Certificate of Insurance will be due at least 30 days prior to event date. The City of Broken Arrow reserves the right to require additional insurance for the event as deemed necessary.
- Upon approval of your event, you will receive an email from the Event Coordinator as confirmation.
- All applications must be signed. Those applications not signed will be considered incomplete and will not be processed.

HELPFUL NUMBERS

Facility Reservation	918.259.7007 ext 7440
Events Coordinator	918.451.4211
Broken Arrow Fire Department	918.259.2411
One Stop Center (permitting and licenses)	918.259.8333 opt. 0
Tulsa/Wagoner County Health Department - Food Safety Department	918.582.9355
Wagoner County Beer license	918.485.4508
Tulsa County Beer license	918.596.5445
ABLE Commission	1.866.894.3517

EVENT GENERAL INFORMATION

Event Registration All event organizers interested in hosting a special event must notify the Event Coordinator at a *minimum of 60 days prior to the event*. Those events that are new, should submit their application *no later than 90 days prior to your event date*.

City Facility Reservation All reservations for City of Broken Arrow facilities are coordinated through the Parks and Recreation Department. Please call 918.259.7007 ext 7440 for more information or to reserve a facility. You may also inquire online at www.brokenarrowok.gov. The use of city-owned property, including parking lots, vacant lots and buildings may require an agreement depending on the nature of the event. The terms of the agreement are at the discretion of the City of Broken Arrow.

Compensation for City Services Depending on attendance and type of event, the city may require personnel; including Police and/or Fire at an event. All costs for city personnel involved during the day(s) of the event will be charged to the event organizers/applicant/sponsoring agency. The city shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents, and reduce the public liability exposure. The invoice for services will be transmitted to the sponsoring agency within 30 days of the event completion. Consult the Manual of Fees for more information regarding those fees.

Certificate of Insurance A Certificate of General Liability Insurance naming the City of Broken Arrow as an additional insured in the general aggregate amount of \$1,000,000 is required for events held on public property, as deemed necessary by the City of Broken Arrow. Upon approval of your event registration, an original copy of the Certificate of Insurance will be due at least 30 days prior to event date. The City of Broken Arrow reserves the right to require additional insurance for the event as deemed necessary.

Compliance with Ordinances The applicant shall comply with all applicable city ordinances, codes, conditions and requirements.

City staff will perform event inspections. Inspections may include tent, stages and other temporary structures, electrical supply (generators) and other facets of the event, as needed or required by adopted code. If violations are cited by the inspectors, it is the responsibility of the event organizer to ensure that all violations have been corrected prior to opening the event to the public.

The Development Services Department will ensure compliance with the requirements of the City of Broken Arrow. It is the responsibility of the event organizer to ensure compliance with State of Oklahoma, Oklahoma Tax Commission, and County requirements for all licensing and permitting. If violations are found, it is the responsibility of the event organizer to ensure that violations have been corrected prior to opening the event to the public.

Emergency Response and Planning The City of Broken Arrow Police Department schedules and deploys staff in accordance with the established security and operations plan regarding traffic

control, crowd management, and emergency communication issues. The Fire Chief or his designee will evaluate all events and determines the need for inspections relating to event features (vendors, fireworks, etc.)

Security The Broken Arrow Police Department or private security will develop a plan for events, as needed specifying the number of security personnel required for an event, as well as the duty of each officer.

Fire Access Broken Arrow Fire Department access and fire lanes will be maintained at all times during the event so emergency apparatus can have access to all buildings.

Fire Extinguisher Must have an approved 2A 10BC fire extinguisher for each canopy or tent within 30' of the cooking area. If vegetable or animal fat is present, a Class K is required. Fire extinguishers need to be secured or mounted for ease of access.

Mats Protective mats or other approved means shall be placed over electrical cables on walkways.

Weather It is the event organizers responsibility to cancel events due to pending or forecasted inclement weather and to notify all parties of the cancellation. Should inclement weather be an imminent public safety concern then the City of Broken Arrow Emergency Manager shall have authority to cancel the event.

Emergency Medical Assistance Certain events may require medical support on-site to supplement the City of Broken Arrow Fire Department. In these instances, the event organizer will be notified of the required personnel for whom they will be responsible.

Barricades /Traffic Control For large events, the city staff will evaluate the need for the installation and removal of crowd control fencing and/or barriers. In these cases, city staff will work with the event organizers to determine the requirements.

Food and Beverage Any vendor selling food (pre-packaged food, prepared on site or beverages) may be sold at an event. All food sales must be done through a Tulsa County Health Department (TCHD) permit. Permits may, in some circumstances, also be required by the City of Broken Arrow. Please contact TCHD at 918.582.9355, Food Safety Department.

Food Vehicle Commercial cooking done inside a trailer shall be required to have a Type I hood system that is UL300 or UL300A rated if using deep fat frying. All gas, solid, or liquid fuel burning inside a trailer must be vented to the outside with an approved venting system and spark arrestor. **Cooking booths/trailers shall be separated by a minimum of ten feet (10').**

Alcoholic Beverages A Special Event Beverage Permit is required for the sale of alcoholic beverages, low point alcoholic beverages (including beer) sales or consumption as part of a special event. Please contact the One Stop Center at the City of Broken Arrow 6-8 weeks prior to date of the event for details on obtaining a license.

A permit is required for the sale, or consumption of alcohol or low-point beer as part of a special event. A specific area must be fenced off for the sale or dispensing of beverages. Proof of ABLE Commission or Oklahoma Tax Commission and Wagoner or Tulsa County Licenses is required for issuance of the permit. The event organizer is responsible for compliance with all Federal, State and local laws and ordinances. See Appendix B for further information regarding ABLE Commission permits.

Police officers manage event compliance with regard to liquor license requirements as related to investigation, servers' education and event operations.

Issuance of Permits The City of Broken Arrow may require that permits are obtained for one or more facets of your special event. This may include signs, tents, accessory structures, etc. For information on required permits, please contact the One Stop Center at 918.259.2411 or contact the Events Coordinator at 918.451.4211.

Deadline All required permit and license applications must be submitted to the Events Coordinator a minimum of **45 days prior to the event**. Upon completion of your required permit(s), you will be notified by the Events Coordinator. At that time, you may pick up your permit(s) at the City of Broken Arrow One Stop Center.

Tents A tent is defined as a temporary, soft-sided structure covered with canvas or similar lightweight material and enclosed on one or more sides. It is supported by poles, stakes, beams, ropes or cables. A canopy is defined as a temporary portable structure covered with canvas or similar lightweight material and open on all sides. It is supported by poles, stakes, beams, ropes or cables.

Permits A permit is required prior to erecting a tent, canopy, skybox, or other temporary structure if structure is more than 200 sq. ft. in area. Multiple tents or canopies grouped together may require a permit and/or inspection.

Permit application requirements The application for permit must include a site plan and certificate of flame proofing. All tents as defined by the fire code and being used for a structure, shelter or fully enclosed shall have a flame retardant certificate indicating the size of tent, type of fabric, and the chemical used to treat. Tents and Canopies must have at least one exit. If the occupancy load is more than 10, more exits shall be required and determined by the Fire Marshal. Approval must be determined by the Fire Marshal.

Cooking All cooking and heating appliances shall not be located within ten feet (10') of an exit or any combustible materials. No open flame, heating, or cooking under a tent or canopy is allowed. Cooking outside the tent must be at least ten feet (10') from the tent or canopy. All cooking rules are subject to change depending upon local burn ban rules or declarations.

Generators shall be at least 20' from any structure or canopy and not accessible to the public.

Liquefied Petroleum Gas Storage of LP gas is not allowed in any tent or canopy. LP gas containers must be property secured. Flammable or Combustible liquids shall be at least 50' from all tents, canopies and structures.

Vehicles Storage is allowed for display purposes only if the battery is disconnected and there is less than 5 gallons of fuel. No fueling or defueling is ever allowed within a tent or canopy.

Permit Fees Most permit applications have a fee for issuance. Event organizers must pay for the permits upon pick-up at the One Stop Center prior to the event. See Manual of Fees.

Fireworks A permit is required for the use of fireworks during a special event. An application for commercial fireworks permit is available online at www.brokenarrowok.gov or contact the Broken Arrow Fire Department at 918.259.2411.

A permit application must be completed for permission to use fireworks or pyrotechnic display in conjunction with public exhibitions. All fireworks or pyrotechnic display are to be held under the supervision of the Broken Arrow Police and Fire Departments. The site and fireworks will be inspected prior to display by the Fire Marshal.

Resident and/or Business Notification All street closures must be first approved by the SEC with final approval of the City Manager.

For those events that require street closures, or may cause disruption for residents or businesses, mailed or hand delivered notification must be provided to the affected parties by the event organizers no less than two weeks prior to the event. The city will furnish a list of affected parties to the event organizer. The notification to the residents and business should be made no later than 21 days prior to the event. A copy of the notification must be submitted to the Event Coordinator no less than 5 business days prior to the event start date.

Traffic Control The Broken Arrow Police Department prepares and implements the detailed temporary traffic control plans including road and lot closures, detours, temporary parking restrictions and the placement of all necessary traffic control devices needed for special events. They also work with the Event Coordinator and Development Services Department to ensure compliance with city code and safety of all event attendees.

In cases where an event requires a plan for public transportation service to accommodate satellite parking facilities, the SEC will work with the event organizer to acquire shuttle buses and determine appropriate remote parking sites. It is the responsibility of the event organizer to obtain permission from the property owners of any offsite parking location for that use.

Restroom Facilities The City of Broken Arrow requires one portable toilet per every 250 participants for events lasting over two hours, one of which must be handicap- accessible for every 1000 participants with a minimum of one handicap accessible toilet per event.

Site Clean-up and Maintenance It is the responsibility of the event organizers to ensure that all trash and debris are cleaned from the site during and after the close of the event.

Volunteers Depending on the size of the event and scale of the event, the City of Broken Arrow may require the event organizer to provide a minimum number of volunteers to support the event. In

these instances, city staff will work with the event organizer to determine the number of volunteers required. The City of Broken Arrow will provide the event organizers with an estimate of the required volunteers that must be met by the event organizer. Event organizers should ensure that each volunteer is readily identifiable as “Event Staff” through the use of visible identification (i.e., name tags, clothing or outer wear).

APPLICATION PROCESS

Submitting a Special Event Permit Application

Application Deadline Permit Applications for recurring special events are due to the City of Broken Arrow Events Coordinator *no later than 60 days prior* to your event date. Those events that are new, should submit their application *no later than 90 days prior* to the date of the event.

Required Documentation The following documentation is required by the City of Broken Arrow for special events.

Completed Application An application is considered complete when all blanks have appropriate information, all required documentation is included and all signatures from applicants or event organizers have been obtained. If a blank on the application does not pertain to your event, please designate it as “NA” so that we know you have acknowledged it is not planned as part of your event. Incomplete applications will not be reviewed.

Certificate of Insurance An original Certificate of Insurance naming the City of Broken Arrow as an additional insured party in the general aggregate amount of \$1,000,000.

Site plan A map of the entire event area noting all exits and entrances, restroom facilities, tents, vendors, routes, parking etc.

Submission Process Please return all required permit applications and supporting documentation to:

City of Broken Arrow - Parks and Recreation Department
Attn: Vaunda Olivera, Events Coordinator
PO BOX 610, Broken Arrow, OK 74013
Phone 918.451.4211

Email applications to: specialevents@brokenarrowok.gov

Email inquiries should be directed to: volivera@brokenarrowok.gov

Permit Fees All permit and license fees are payable upon pick-up of your event permit(s).

Payment Make all checks payable to the City of Broken Arrow and note the name of your event on the check.

APPLICATION CHECKLIST

Use this list to ensure that you have included all supporting documentation to accompany the information on your application.

Documents that **MUST** be submitted

- Special Event Application at least 60 days prior to event.
- Site plan of the event.
- Certificate of insurance (no less than 30 days prior to the event).

Documents that **MAY** need to be submitted

Submitted	Does not Apply	Permit
<input type="radio"/>	<input type="radio"/>	Special Event Liquor/Beer
<input type="radio"/>	<input type="radio"/>	Vendor Permit
<input type="radio"/>	<input type="radio"/>	Sign Permit
<input type="radio"/>	<input type="radio"/>	Tent/Temporary Structure Permit
<input type="radio"/>	<input type="radio"/>	Fireworks Permit

SITE PLAN AND/OR ROUTE MAP

Please use the space below to illustrate the layout for your event.

When planning an event, please include a Google Map

Your drawing should note the following where applicable:

FV	Food Vendors	B	Barricades (note number of barricades)
BV	Beverage Vendors	FL	Fire Lane
T	Bathroom Facilities	FE	Fire Extinguishers
HWS	Hand washing sinks	PE	Public entrances and exits
RM	Retail merchants	S	Location of Sound
FA	First Aid	ST	Stage locations
G	Garbage receptacles	TN	Tents
Street Names		Event Route	

Appendix A

EMERGENCY PREPAREDNESS

(INSERT PLAN THAT FIRE DEPARTMENT IS WORKING ON)

Appendix B

ABLE Commission License Categories

CAB - Charitable Alcoholic Beverage Permit

- Strong Beer, Wine or Liquor
- \$55.00 per Event
- May have 8 events per year
- Event can be held for up to 4 consecutive days in length
- Alcohol may be purchased from a retail store or donated
- May utilize a licensed caterer for additional alcoholic beverage services
- Permits licensee to include alcoholic beverages as part of the entrance fee or ticket price
- Must be recognized by the IRS as a 501 (c) 3, 4, 5, 7, 8, 9, 10 or 19

CAU – Charitable Alcoholic Beverage

- Strong Beer, Wine or Liquor
- \$1.00 per auction
- May have 4 events per year
- Event can be held for up to 2 consecutive days in length.
- Alcohol may be purchased from a retail store or donated.
- Permits licensee to auction alcoholic beverages in original sealed/un-opened bottle
- Must be recognized by the IRS as a 501 (c) 3, 4, 5, 7, 8, 9, 10 or 19

SPE – Annual Special Event

- Available to organizations, associations, and non-profit corporations organized for political, fraternal, charitable, religious, or social purposes
- Permits the licensee to sell alcoholic beverages by the individual drink
- \$55.00
- Up to 4 events not to exceed 2 events in any 3 month period
- Event can be held for up to 10 consecutive days in length
- Must post a bond with the Oklahoma Tax Commission
- Must notify ABLE at least 10 days prior to each event
- Must purchase alcohol from licenses wholesalers
- Must pay City/County Occupational Tax (register with the City of Broken Arrow)

SPQ – Special Event Quarterly

- Available to organizations, associations, and non-profit corporations organized for political, fraternal, charitable, religious, or social purposes
- Permits the licensee to sell alcoholic beverages by the individual drink
- \$55.00
- Up to 3 events to be held over a period of not more than 3 months
- Event can be held for up to 10 consecutive days in length
- Must post a bond with the Oklahoma Tax Commission
- Must notify ABLE at least 10 days prior to each event
- Must purchase alcohol from licensed wholesaler
- Must pay City/County Occupational Tax (Register with the City of Broken Arrow)

PEV – Public Event (Annual)

- Available for “For-Profit” business
- Permits the licensee to sell alcoholic beverages by the individual drink
- \$1,005.00 per Calendar Year
- May have 6 events per calendar year
- Event can be held for up to 3 consecutive days in length.
- After initial licensing, must notify ABLE 10 days prior to subsequent events
- Must post a bond with the Tax Commission
- Must purchase alcohol from licensed wholesaler
- Must obtain a storage license for alcohol that is not used
- Must obtain City/County approval and pay City/County Occupational Tax (Register with the City of Broken Arrow)

PUE – Public Event (one time)

- Available for “For-Profit” business
- Permits the licensee to sell alcoholic beverages by the individual drink
- \$255.00 per event
- Is only valid for a single event
- Event can be held for up to 3 consecutive days in length
- During application process, date(s) must be finalized 10 days prior to the event
- Must post a bond with the Tax Commission
- Must purchase alcohol from licensed wholesaler
- Must obtain City/County approval and pay City/County Occupational Tax (Register with the City of Broken Arrow)

ABLE Commission License Categories – Example Scenarios

1. A **charitable organization recognized as a 501c (3)** tax exempt by the IRS is having an event. At the event, they will be serving wine, beer, and spirits that were donated by an individual or purchased by the charitable organization from a local retail package store. The event attendance ticket will include access to the alcoholic beverages. Do they need any type of license?

Yes, they would need to obtain a “Charitable Alcoholic Beverage Event” license from the ABLE Commission. This license allows the holder of such license to have wine, beer, and/or spirits donated or they may purchase it themselves from a retail package store. It allows them to include the alcoholic beverages as part of the ticket price or event entrance fee.

2. A **charitable organization recognized as a 501c (3)** tax exempt by the IRS is having an event. They will be utilizing the services of a licensed caterer. The alcoholic beverages will be obtained at an open bar or purchased by the patron at a cash bar. In either case, the alcohol is provided by the licensed caterer. Do they need any type of license?

Yes, when the charitable organization obtains a “Charitable Alcoholic Beverage Event” license, State Statute specifically allows them to utilize the services of a licensed caterer.

3. A **charitable organization recognized as a 501c (3)** tax exempt by the IRS is having an event. At the event, they will be selling wine, beer, and/or spirits by-the-individual drink. Do they need any type of license?

Yes, because they are selling the alcohol, they need to obtain a “Special Event” license instead of a “Charitable Alcoholic Beverage Event” license from the ABLE Commission.

Is it permissible for them to utilize the services of a licensed caterer at the “Special Event?”

No, the “Special Event” license holder must post a bond with the Oklahoma Tax Commission and order their alcohol from a licensed “Class B Wholesaler” and/or “Wholesaler.”

4. A **charitable organization recognized as a 501c (3)** tax exempt by the IRS is having an event at a local hotel, casino or restaurant. The business is already licensed by the ABLE Commission to sell alcoholic beverages. The business is providing all of the alcoholic beverage services. Does the charitable organization need any type of license?

No, the business whose premises they are holding the event on has a license. However, if the charitable organization wants to bring their own alcoholic beverages to provide at the event,

they must obtain a “Charitable Alcoholic Beverage Event” license. Both licensees will then become responsible for any violations at the event.

5. **A charitable organization recognized as a 501c (3)** tax exempt by the IRS is having an event. They are auctioning wine, beer, and/or spirits. Do they need any type of license?

Yes, they would need a “Charitable Alcoholic Beverage Event” license. This license allows the license holder to auction sealed/unopened bottles of wine, beer, and/or spirits as part of a charitable fundraising event. These alcoholic beverages may be purchased at a retail package store or donated by an individual. A “Charitable Alcoholic Beverage Event” license may be issued for an event to be held on a premises belonging to another licensee. However, both licensees will then become responsible for any violations at the event.

Special Event ABLE License – Example Scenarios

1. **A civic non-profit organization that is not recognized by the IRS as a 501c (3)** is holding an event. They will be selling or furnishing wine, beer, and/or spirits to event attendees’ by-the-individual drink. Do they need any type of license?

Yes, because they are selling or furnished the alcohol, they would need to obtain a “Special Event” license.

2. Is it permissible for the event holder to utilize the services of a licensed caterer at a “Public Event?”

No, The “Public Event” license holder must post a bond with the Oklahoma Tax Commission and order their alcohol from a licensed “Class B Wholesaler” and/or “Wholesaler.”

Public Event ABLE License – Example Scenarios

1. **A local for-profit business is holding an event.** The event is open to the public and anyone may attend the event. The event holder will be selling or furnishing wine, beer, and/or spirits at the event. Does the event holder need any type of license?

Yes, the event holder to utilize the services of a licensed caterer at the “Public Event” license from the ABLE Commission.

Is it permissible for the event holder to utilize the services of a licensed caterer at the “Public Event?”

No, the “Public Event” license holder must post a bond with the Oklahoma Tax Commission and order their alcohol from a licensed “Class B Wholesaler” and/or “Wholesaler.” Additionally, all managers, as well as employees participating in the sale or handling of the alcohol, must obtain an “Employee” license.

2. A local for-profit business is having an open house and has invited all of their employees and clients to attend. The business will be providing wine, beer, and/or spirits to their guests and serving light food. There is no charge to attend and all alcohol and food is free. The business is closed at the time of the event and the public cannot enter. Does the business need a “Public Event” license?

No, there would be no license needed as it is a private party. All of the attendees have been invited and they have an established specific prior relationship to the event holder.

Is it permissible for them to utilize the services of a licensed caterer at the “private party?”

Yes, a licensed caterer may be used for bona fide private parties. The hold of the “private party” may offer an open bar utilizing the licensed caterer or may contract with the caterer to provide a cash bar. If it is a cash bar, the private party all sales go to the licensed caterer.

3. The local Fire Department Auxiliary is having a yearly awards ceremony and banquet. They have extended an invitation to all Fire Department employees, their families, aware recipients, and to certain other specific governmental employees. There is a charge for the event tickets and it includes the dinner that is provided. At the event, there will be a cash bar provided by a licensed caterer that the Fire Department Auxiliary hired for the event. No alcoholic beverages are provided as part of the ticket price. All alcohol is purchased from the caterer’s cash bar. Does the Fire Department Auxiliary need any type of license?

No, this would be considered a “private party.” Even though tickets are sold to attend, all of the attendees have been invited and they have an established specific prior relationship to the event holder. The event is not open for the general public to attend and alcohol is not provided as part of the ticket price. Therefore, the use of the licensed caterer is allowed and all sales go to the licensed caterer.

4. A local radio station is sponsoring an event. There will be either an open bar provided or a cash bar utilizing a licensed caterer at the event. Their advertisements, verbal and visual, state that anyone can sign up for an invitation at any of the local service stations and grocery stores. The event holder maintains that it is a private party. Does the event holder need any type of license?

Yes. Offering the general public the ability to sign up and to be invited is not a private party. If anyone in the general public can sign up to attend, it is a public event and therefore a "Public Event" license is required. In this scenario, the event holder could not have an open bar or use a licensed caterer. The event holder would have to sell the alcoholic beverages his/herself under the "Public Event" license.